



## Community Forestry Partnership Grant Program 2007-2008

# GUIDELINES



**\* Grant Guidelines have changed slightly this year. Please read ALL directions carefully. \***

### PROGRAM OVERVIEW

#### Program Administrator

This program is administered through the **Utah Division of Forestry, Fire and State Lands** in cooperation with the USDA Forest Service and the Utah Community Forest Council. *The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.*

#### Program Goals

To develop, enhance, and support sustainable urban and community forestry programs throughout Utah.

#### Program Objectives

- Improve public understanding of the benefits of preserving and expanding tree cover in communities.
- Provide educational programs and technical assistance to communities, individuals and organizations in the maintenance and care of trees.
- Assist local governments with projects that will lead to more effective and efficient management of urban and community forests.
- Enhance the technical skills of individuals and organizations involved in the planning, development and maintenance of urban and community forests.
- Assist communities in meeting the requirements for Tree City USA and Tree City USA Growth Awards
- Promote volunteerism, multi-cultural awareness, and involvement of non-profit organizations in implementing urban and community forestry programs, particularly in communities where participation in urban and community forestry efforts has been limited.

#### Funds Available

A total of \$60,000 is available for approved urban and community forestry (U&CF) projects completed between November 1, 2007 and May 26, 2008. Grant monies awarded under this program are in the form of reimbursement grants and will be paid only upon **completion of granted projects, and submission of a final report**. Funds will be available to communities and organizations on a competitive basis in a 1:1 cost share match program. Successful applicants must provide a local match equal to or greater than the grant award. The applicant's matching funds cannot come from other Federal funds. **Community Forestry Grant requests have a minimum grant of \$500 and a maximum of \$5,000.**

**Eligible Applicants**

Eligible applicants include Utah state, county and municipal governmental units, non-profit 501(c)(3) groups, educational institutions, and tribal governments. Volunteer groups, neighborhood associations, and civic groups may work in conjunction with and through one of the above.

**Application Deadline**

**Friday, October 26, 2007**

**Project Completion Date**

**Monday, May 26, 2008**

**Final Report Deadline**

**Monday, June 30, 2008**

**For Additional Information Contact:**

Meridith Perkins  
Community Forestry Program Coordinator  
Utah Division of Forestry, Fire and State Lands  
1594 W. North Temple, Suite 3520  
Salt Lake City, UT 84116  
Telephone: (801) 538-5505  
Email: meredithperkins@utah.gov

**CATEGORIES OF FUNDING:****1. Community Forestry Development (CD)**

Grant requests in this category should include projects that aim to promote and enhance urban forestry programs within your community. The intention is to assist communities in tree care efforts and provide seed money for establishment of proper community forestry management. **Grant requests in this category will be considered “top priorities” and ranked higher than tree planting projects.** *Underrepresented and underserved populations and communities are strongly encouraged to apply.*

**Examples:**

***Tree Inventory*** – Hire a consultant, train an in-house crew, or develop a volunteer program to conduct or update an inventory of street, park and/or other public trees. An inventory is a critical tool in city tree management and the first step in outlining an overall Tree Management Plan. Full or partial inventories can include: Tree location, species, size, condition, maintenance needs, and hazard potential. *(For a free tree inventory protocol visit the Forest Service website at, <http://www.itreetools.org>, Call Meridith Perkins at 801.538.5505 for more information or questions regarding community tree inventories,)*

***Management Plans*** – Devote time and resources into the development of a citywide tree management plan. Seek professional and in house assistance. Outline the goals and objectives of your forestry program and current status. Identify tree related issues that need to change and grow with the community.

***Public Tree Ordinance*** – Develop or revise a municipal tree ordinance that would address matters such as establishing municipal authority over public trees, setting standards for tree

planting, maintenance and management, and outlining enforcement. Review by City Council, lawyer, or citizen panel may be required before a tree ordinance can be adopted. (For further info visit <http://www.arborday.org/programs/TreeCityStandards.cfm#2>)

***Training and Continuing Education*** – To provide urban forestry related training and educational opportunities for tree board members, local officials, city personnel, and tree workers. Grants may be used to purchase training videos, publications and reference materials. Training and testing for staff member to become Certified Arborist through the International Society of Arboriculture (ISA), or attendance to the Municipal Forester Institute may also be funded. *(Upcoming urban forestry workshops and training sessions hosted by Utah Community Forestry Council, Utah Chapter – ISA, USU Extension, and National Arbor Day Foundation can be found on their respective websites)*

***Hazard Tree Removal and Pruning*** – Many of the trees along the streets and in city parks in Utah have reached their biological maturity or have developed large rot cavities, been damaged by lightning or are otherwise a liability in the community. The Community Forestry Grant will help offset the cost of the removal or pruning of these dangerous trees and to help reduce the risk to citizens and property.

***Public Education*** – Develop or purchase educational materials that increase public awareness and understanding of urban tree values and benefits of tree care. Grants may be used to develop newsletters, brochures, videos, slide programs, and web pages.

***Demonstration Planting*** - Plant trees in association with an educational event or project. Examples include planting trees in low-income housing areas, demonstrate benefits of energy conservation, riparian stabilization, soil and water conservation, wildlife habitat enhancement, utility line compatibility, etc.

Requirements for the Society of Municipal Arborist Accreditation and other Community Forestry Program Development grant proposals, not outlined in the examples above, will be considered as long as the purpose and relevance is explained clearly.

## **2. Tree Planting Projects (TP)**

The purpose of this program is to provide funding to communities for tree planting in public areas and encourage lasting urban forestry programs across the state of Utah. Examples of possible projects are tree planting in parks, school gardens, playgrounds, and along public roads. Applications require a detailed planting plan including the tree species that will be used, sizes to be planted and a site map showing the location of plantings. **All tree planting proposals must include a detailed three-year maintenance plan with names of responsible parties for the maintenance.** *See Appendix II. for more details.*

**NOTE:** Applicants may submit projects in both the Community Forestry Program Development category and the Tree Planting category; however, the combined request may not exceed the \$5000 maximum grant allotment.

## APPLICATION REQUIREMENTS:

### Application Deadline

The closing date for 2007-2008 grant application is October 26, 2007. **Four** copies of the completed applications should be submitted to the following address no later than October 26, 2007.

Community Forestry Partnership Grant  
Attn: Meridith Perkins  
Urban and Community Forestry Coordinator  
Division of Forestry, Fire and State Lands  
1594 W. North Temple, Suite 3520  
Salt Lake City, UT 84116

Late applications will only be considered if remaining funding is available.

### *Application MUST include the following:*

1. Project narrative describing the goals and objectives and a summary of the project activities and who would perform them;
2. Project Work Plan and activity details. Tree Planting Projects shall include: description of site, photos, drawings and maps;
3. Participants including sponsors, project coordinators and volunteers;
4. Name of either regional area foresters from the Utah Division of Forestry, Fire and State Lands or a member of the Utah Community Forest Council with whom you have consulted about this project, *see Appendix I*;
5. Describe specifically how the grant money will be spent;
6. **Proposed budget and quotes for contract work, nursery stock, and/or other materials;**
7. **Provide sources of cash contributions and value of in-kind contributions;**
8. Timeline for completion;
9. Anticipated future benefits to community; and
10. For tree planting grants, a detailed three-year maintenance plan with responsible parties named.

**NOTE:** Please be as accurate as possible on the grant application. Any changes to the original grant application **MUST** be approved by the Community Forestry Coordinator before project completion to ensure reimbursement.

## RATING CRITERIA:

### Selection Process

Applications will be reviewed and ranked by a committee composed of the Urban and Community Forestry Coordinator and selected members of the Utah Community Forestry Council and the Division of Forestry, Fire and State Lands.

### Evaluation Criteria

Applications will be rated on the individual project goals and quality. Evaluation will focus on how each project meets the State U&CF goals and objectives. Some of the criteria include:

### **Community Forestry Program Development Grants (CD)**

1. *Type of Project:* Is the project relevant to the goals of community forestry?
2. *Developmental change:* Will this project have a positive and lasting effect of a community's forestry program? Will this project move the community closer to achieving Tree City USA status?
3. *Need or Purpose:* Does the project have a clear intent to respond to a community's needs? Will the project meet the requirements for a Tree City USA Growth Award?
4. *Long-term commitment:* Is the community committed to the long-term maintenance of the project?
5. *Matching resources:* Does the proposal show adequate and sufficient matching non-federal resources?

### **Tree Planting Project Grants (TP)**

1. *Type of Project:* Is this project relevant to the goals of community forestry?
2. *Project Design:* Appropriate time frame for completion and capacity of applicants to fulfill objective? Is long-term maintenance sufficiently addressed?
3. *Tree species:* Will the proposed tree species be appropriate for site ("The Right Tree in the Right Place")? Do the species broaden tree diversity within the urban forest?
4. *Use of Volunteers:* Will this project use volunteers and foster volunteerism and partnerships within the community?
5. *Cost effectiveness:* Does the project budget appear reasonable for the proposed activities?
6. *Matching resources:* Does the proposal show adequate and sufficient matching non-federal resources?

### **Priority Applications**

1. Applicants who received a Community Forestry Partnership Grant in 2006-2007 fiscal year may not request funding for the same project. Example: If your community had a grant to plant trees in City Park, you would not be eligible for another grant to plant more trees in City Park this year.
2. Communities or organizations that have received consecutive grants in the past will have a lower priority than first time grant recipients.
3. Priority will be given to Community Forestry Development requests. TreeCity USA status will be used as a tiebreaker for projects with similar scope. In these cases, priority will be given to the TreeCity USA community.

## **PROJECT FUNDING, INSPECTION, REPORTING AND PAYMENT:**

### **Funding Information**

The funding range for proposals is \$500 to \$5,000. Grant finances provided by the USDA Forest Service, State and Private Forestry. This is a matching grant program requiring a 1:1 match. Only actual costs and expenses will be reimbursed. Volunteer labor and in-kind donations can be used for a local match equal to or greater than the grant award, but will not be counted as expenses for reimbursement.

The grant period will begin as soon as successful applicants are notified and expire May 26, 2008. Grant payments will be made upon review of financial documentation. Successful applicants must maintain project records including paid invoices, time & attendance sheets, and cancelled checks. Final project reports must be submitted 30 days after completion or by **June 30, 2008.**

### **Matching Contributions**

Matching support may be in the form of *cash purchases* or *in-kind contributions*; all of these contributions must come from **non-Federal sources**.

*Cash Purchases* are direct out-of-pocket expenditures for eligible project activities that are documented by paid invoices, cancelled checks, signed receipts or payroll records.

*In-Kind Contributions* include: third party donations of supplies or equipment, value of time by employees or volunteers on eligible project activities. Assistance provided by Federal employees may not be claimed as part of the local match.

#### **In-Kind Contribution Guidelines**

- Volunteers - \$18.04 per hour (must include sign-up sheet of volunteers, date, and hours worked)
- In-mate labor – hourly rate charged to city; if labor is free, volunteer hourly rate may be substituted
- Donated professional services – use customary rates for services provided
- Donations of materials – use customary retail rates

### **Ineligible Expenses for Grant Reimbursement**

- Food, drinks and refreshments for meetings, volunteers, etc.
- Costs associated with preparing the grant application
- **Expenses not supported by proper documentation**
- Nursery structures or equipment, play structures or playground equipment
- Tools, *e.g. chainsaws, shovels, gloves*
- Computers, printers, and office equipment
- Items not directly pertaining to the approved forestry project.

### **Review of Projects**

The Utah Division of Forestry, Fire and State Lands reserves the right to inspect projects at any time. All educational materials (written or video developed as part of a grant project) should be reviewed by a Utah Division of Forestry Program Coordinator or UCFC Board member prior to final printing to ensure that standards for tree planting and maintenance are met.

### **Project Completion Report**

Within 30 days of the completion of the project (or **June 30, 2008** at the latest), a final report **MUST** be submitted to the Urban Forestry Coordinator including the following:

1. Official Final Report Form included with this information. See Appendix III.
2. Summary detailing how the project accomplishments were achieved; for example a tree planting project detailing the number and species of trees planted, photos of the completed project and maintenance plan
3. A cost summary showing eligible costs, cash and in-kind matching contributions, and donated items.
4. Supporting documentation of invoices and cancelled checks, for in-kind labor volunteer log sheets, newspaper articles, newsletter stories, and letters verifying fair market value of donated items or services.

### **Payments to Grant Recipients**

Payments will be made as reimbursement for approved project expenditures. The grants administrator will review all reports. Reimbursement will be based on the Federal share (not to exceed 50%) of the project's actual costs.

### **EXTENSIONS & DEFAULTS:**

If an applicant cannot complete the proposed project within the given timeframe, the applicant must notify the grant administrator and forfeit funding or request an extension before the final report deadline.

**Written request to extend or forfeit grant dollars must be received by the grant administrator no later than June 30, 2008.** If proper notification is in place, projects will not suffer the penalty of an unexcused default.

If a final report, grant forfeit, or extension request is not submitted by the June 30, 2008 deadline, the application will be considered an **unexcused default**. Applicants who default on the 2007-2008 Community Forestry Partnership Grant will not:

1. Receive any grant reimbursement
2. Be eligible for the next year's (2008-2009) Community Forestry Partnership Grant cycle.

Unexcused default applicants may still apply for future Arbor Day Planting Grants and will regain eligibility for the Community Forestry Partnership Grant in the 2009-2010 cycle.

**It is critical that all applicants follow strict timelines in order to avoid penalties.**

## Appendix I: Contact Information

### Division of Forestry Fire and State Lands:

#### State Office — Utah Division of Forestry, Fire, and State Lands

Meridith Perkins – Urban and Community Forestry Coordinator (801) 538-5505

Email: [meridithperkins@utah.gov](mailto:meridithperkins@utah.gov)

#### Salt Lake City Office — Tooele, Morgan, Utah, Davis, Salt Lake Counties

Scott Zeidler – Wasatch Front Community Forester (801) 538-5456

#### Cedar City Office (Southwest) — Beaver, Garfield, Iron, Kane, Washington Counties

Patrick Moore – Area Forester (435) 586-4408

#### Logan Office (Bear River) — Box Elder, Weber, Cache, Rich Counties

Morgan Mendenhall – Area Forester (435) 752-8701

#### Moab Office (Southeast) — San Juan, Emery, Grand, Carbon Counties

Natalie Conlin – Area Forester (435) 259-3765

#### Richfield Office (Central) — Sanpete, Sevier, Juab, Millard, Wayne, Piute Counties

Jason Johnson – Area Forester (435) 896-5697

#### Vernal Office (Northeast) — Daggett, Summit, Duchesne, Uinta, Wasatch

Mike Eriksson – Area Forester (435) 781-5463

### UCFC Board Members:

Scott Bunker - Provo City Forester (801) 852-6920

Mike Marrett - Sandy City Parks (801) 561-6718

Julie Hess – West Jordan Forester (801) 569-5703



## Appendix II: Tree Planting and Maintenance Specifications

**At Planting Time:** Once tree is set in the hole, cut and remove all twine, wiring and fabric around trunk and around the root ball. Also cut any girdling roots.

### Immediately After Planting:

1. *Watering* – Water each plant immediately and continue watering until bubbles stop rising in the watering basin. Add additional soil, if needed to eliminate air cavities or to cover exposed roots. Position the root collar of trees at or slightly above soil line, so as to prevent trees from being planted too deeply.
2. *Mulching* – Shredded wood chips or other coarse organic material up to four inches thick in at-least a three to four foot diameter around the tree. Keep mulch a minimum of four inches away from the tree trunk.
3. *Prepping* - Remove the ties, labels and trunk protectors immediately after planting.
4. *Staking* – Stake only if necessary; remove after first year.
5. *Pruning* – Do not remove lower branches, the leader (main shoot), or permanent lateral branches. Limit pruning of newly planted trees to the removal of rubbing, dead or broken branches or of a competing leader. For large deciduous shade trees, begin removal of lower branches in the 3<sup>rd</sup> or 4<sup>th</sup> year to promote good form. Limit branch removal to no more than 25% of total branches each year thereafter.

### Extended Maintenance

1. For the three years following planting the grantee or designated authority will inspect and maintain tree by regular or routine watering, checking for insect and disease, weeding, and structural pruning
2. Maintain mulch ring and expand laterally as crown diameter increases.
3. Each year, watering berms must be increased in diameter to include the entire area under the tree's canopy to encourage roots to grow laterally. In areas of winter freezing, it is important to break down berms at the beginning of winter so ice dams do not form around the base of the tree. These berms can be rebuilt each watering season and should be made larger in diameter every year.

**Appendix III: OFFICIAL FINAL REPORT FORM: *DUE BEFORE JUNE 25, 2008***

<b>NAME OF PROJECT AND COMMUNITY/ ORGANIZATION:</b>		
<b>PROJECT COORDINATOR/ CONTACT PERSON:</b>		
<b>MAILING ADDRESS:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>WORK PHONE:</b>		<b>ALTERNATIVE PHONE:</b>
<b>E-MAIL:</b>		<b>FAX:</b>

<b>TOTAL PROJECT COST</b> <i>(Include all cash, labor, donations, volunteer hours, etc.):</i> \$	
<b>GRANT AMOUNT AWARDED:</b> \$	<b>TOTAL COMMUNITY MATCH:</b> \$
<b># OF VOLUNTEER HOURS:</b>	<b>TOTAL VALUE OF VOLUNTEERS:</b> \$
<b># OF TREES PLANTED</b> <i>(If applicable):</i>	

<p><b>SUMMARY OF PROJECT PROCESS AND OUTCOMES:</b>  <i>Include details on project proceedings and accomplishments in narrative below.</i>  <i>Attach photographs, maps, publication material, etc.</i></p>	
<p><i>Additional narrative may be provided on separate, attached sheet.</i></p>	
<p><b>COST SUMMARY:</b>  <i>Itemize ALL eligible costs, cash and in-kind contributions and donations</i></p>	

*Attach all supporting materials (invoices, receipts, volunteer log, etc.)*

*Attach a separate sheet if itemized costs exceed the space provided.*

**SUPPORTING DOCUMENTATION:**

*Include a photo of project below.*

*Attach all documents that were developed as a result of the grant (new ordinance, management plan, ordinance, educational materials, inventory results, documentation for newly certified arborist)*

***NOTE: Late reports will not be accepted after June 30 (State Fiscal Year End) and grant funding will be withheld!!!***

Send Complete Packet of Final Report Materials to:

**Meridith Perkins**  
**Community Forestry Coordinator**  
**1594 West North Temple, Suite 3520**  
**Salt Lake City, UT 84116**

Phone: (801) 538-5505, Fax: (801) 533-4111

E-mail: [meridithperkins@utah.gov](mailto:meridithperkins@utah.gov)